Formatting

Documents

Objectives

- MOUS ▶ **Set document margins**
- MOUS ▶ **Divide a document into sections**
- MOUS ▶ **Add page breaks**
- MOUS ▶ **Add page numbers**
- MOUS ▶ **Insert headers and footers**
- MOUS ▶ **Edit headers and footers**
- MOUS ▶ **Format columns**
- MOUS ▶ **Insert clip art**

Word's page formatting features allow you to creatively lay out and design the pages of your documents. In this unit, you learn how to change the document margins, determine the page orientation of a document, add page numbers, and insert headers and footers. You also learn how to format text in columns and how to illustrate your documents with clip art. ✒ Alice Wegman has written and formatted the text for a quarterly newsletter for the MediaLoft marketing staff. She is now ready to lay out and design the pages of the newsletter. She plans to organize the articles in columns and to illustrate the newsletter with clip art. You will work with Alice as she formats the newsletter.

Setting Document Margins

Changing a document's margins is one way to change the appearance of a document and control the amount of text that fits on a page. The **margins** of a document are the blank areas between the edge of the text and the edge of the page. When you create a document in Word, the default margins are 1" at the top and bottom of the page, and 1.25" on the left and right sides of the page. You can adjust the size of a document's margins using the Page Setup command on the File menu, or using the rulers. Alice plans the newsletter to be a four-page document when finished. She reduces the size of the document margins so that more text fits on each page.

Steps 1 2 3 4

1. Start **Word**, open the file **WD D-1** from the drive and folder where your Project Files are located, then save it as **MediaLoft Buzz**

   The newsletter opens in Print Layout view.

2. Scroll through the newsletter to get a feel for its contents, then press **[Ctrl][Home]**

   The newsletter is currently six pages long. Notice the status bar indicates the page where the insertion point is located and the total number of pages in the document.

3. Click **File** on the menu bar, click **Page Setup**, then click the **Margins tab** in the Page Setup dialog box if necessary

   The Margins tab in the Page Setup dialog box is shown in Figure D-1. You can use the Margins tab to change the width of the top, bottom, left, or right document margins, to change the orientation of the pages from portrait to landscape, and to alter other page layout settings. **Portrait orientation** means a page is taller than it is wide; **landscape orientation** means a page is wider than it is tall. This newsletter uses portrait orientation.

4. Click the **Top down arrow** three times until 0.7" appears, then click the **Bottom down arrow** until 0.7" appears

   The top and bottom margins of the newsletter will be .7". Notice that the margins in the Preview section of the dialog box change as you adjust the margin settings.

   > **QuickTip**
   >
   > The minimum allowable margin settings depend on your printer and the size of the paper you are using. Word displays a warning message if you set margins that are too narrow for your printer.

5. Press **[Tab]**, type **.7** in the Left text box, press **[Tab]**, then type **.7** in the Right text box

   The left and right margins of the newsletter will also be .7". You can change the margin settings by using the arrows or by typing a value in the appropriate text box.

6. Click **OK**

   The document margins change to .7", as shown in Figure D-2. The bar at the intersection of the white and gray areas on the horizontal and vertical rulers indicates the location of the margin. You can also change a document's margins by dragging the bar to a new location. Notice that the status bar indicates the total number of pages in the document is now five.

   > **QuickTip**
   >
   > Use the Reveal Formatting task pane to quickly check the margin, orientation, paper size, and other page layout settings for a document.

7. Click the **Zoom list arrow** on the Standard toolbar, then click **Two Pages**

   The first two pages of the document appear in the document window.

8. Scroll down to view all five pages of the newsletter, press **[Ctrl][Home]**, click the **Zoom list arrow**, click **Page Width**, then click the **Save button** 🔲 on the Standard toolbar to save the document
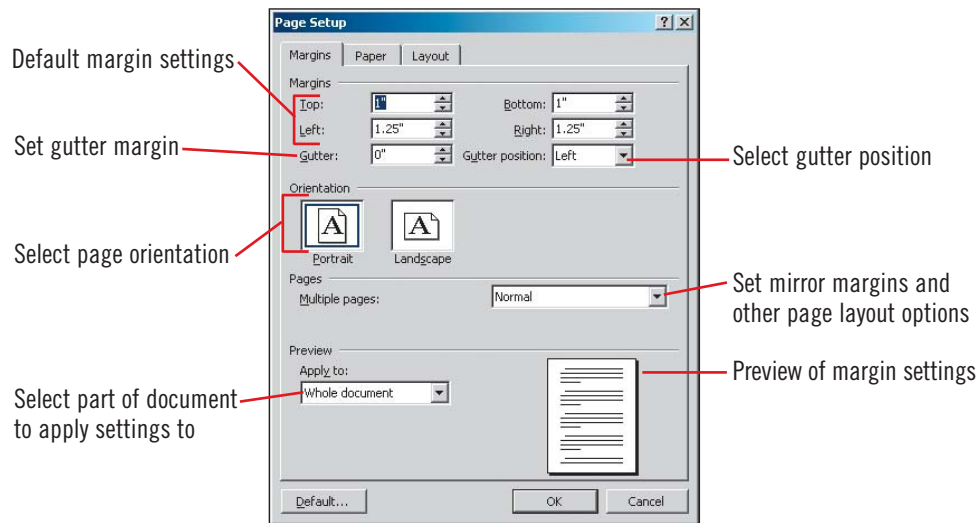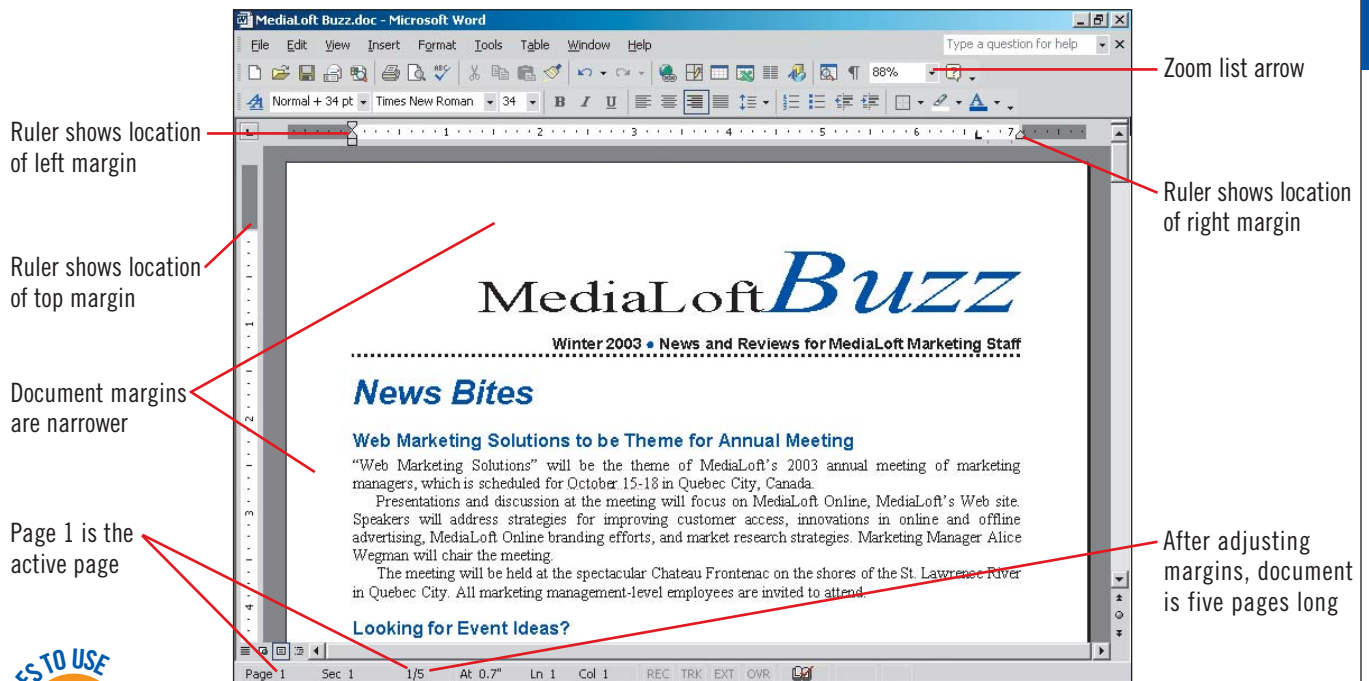
FIGURE D-1: Margins tab in Page Setup dialog box

Default margin settings

Set gutter margin

Select gutter position

Select page orientation

Set mirror margins and other page layout options

Preview of margin settings

Select part of document to apply settings to

FIGURE D-2: Newsletter with smaller margins

Zoom list arrow

Ruler shows location of left margin

Ruler shows location of right margin

Ruler shows location of top margin

Document margins are narrower

After adjusting margins, document is five pages long

Page 1 is the active page

CLUES TO USE

Changing paper size, orientation, and margin settings

By default, the documents you create in Word use an 8½" x 11" paper size in portrait orientation with the default margin settings, but you can adjust these settings in the Page Setup dialog box to create documents of any size, shape, and layout. On the Margins tab, change the orientation of the pages by selecting Portrait or Landscape. To change the layout of multiple pages, use the Multiple pages list arrow to create pages that use mirror margins, include two pages per sheet of paper, or are formatted like a folded booklet. **Mirror margins** are used in documents with facing pages, such as a magazine, where the margins on the left page of the document are a mirror image of the margins on

the right. Documents with mirror margins have inside and outside margins, rather than right and left margins. Another type of margin is a gutter margin, which is used in documents that are bound, such as books. A **gutter** adds extra space to the left or top margin so that the binding does not obscure text. Add a gutter to a document by adjusting the setting in the Gutter text box on the Margins tab. If you want to change the size of the paper used in a document, use the Paper tab in the Page Setup dialog box. Use the Paper size list arrow to select a standard paper size, or enter custom measurements in the Width and Height text boxes.

Dividing a Document into Sections

Dividing a document into sections allows you to format each section of the document with different page layout settings. A **section** is a portion of a document that is separated from the rest of the document by section breaks. **Section breaks** are formatting marks that you insert in a document to show the end of a section. Once you have divided a document into sections, you can format each section with different column, margin, page orientation, header and footer, and other page layout settings. By default, a document is formatted as a single section, but you can divide a document into as many sections as you like. ✎ Alice wants to format the body of the newsletter in two columns, but leave the masthead and the headline "News Bites" as a single column. She inserts a section break before the body of the newsletter to divide the document into two sections, then she changes the number of columns in the second section to two.

Steps 1 2 3 4

1. Click the **Show/Hide ¶ button** ¶ on the Standard toolbar to display formatting marks if they are not visible
   Turning on formatting marks allows you to see the section breaks you insert in a document.

2. Place the insertion point before the headline **Web Marketing Solutions to be…**, click **Insert** on the menu bar, then click **Break**
   The Break dialog box opens, as shown in Figure D-3. You use this dialog box to insert different types of section breaks. Table D-1 describes the different types of section breaks.

3. Click the **Continuous option button**, then click **OK**
   Word inserts a continuous section break, shown as a dotted double line, above the headline. A continuous section break begins a new section of the document on the same page. The document now has two sections. Notice that the status bar indicates that the insertion point is in section 2.

4. With the insertion point in section 2, click the **Columns button** ▦ on the Standard toolbar
   A grid showing four columns opens below the button. You use the grid to select the number of columns you want to create.

5. Point to the second column on the grid, then click
   Section 2 is formatted in two columns, as shown in Figure D-4. The text in section 1 remains formatted in a single column. Notice the status bar now indicates the document is four pages long. Formatting text in columns is another way to increase the amount of text that fits on a page. You'll learn more about columns in a later lesson.

6. Click the **Zoom list arrow** on the Standard toolbar, click **Two Pages**, then scroll down to examine all four pages of the document
   The text in section 2—all the text below the continuous section break—is formatted in two columns. Text in columns flows automatically from the bottom of one column to the top of the next.

7. Press **[Ctrl][Home]**, click the **Zoom list arrow**, click **Page Width**, then save the document

TABLE D-1: Types of section breaks

section break	function
Next page	Begins a new a section and moves the text following the break to the top of the next page
Continuous	Begins a new section on the same page
Even page	Begins a new section and moves the text following the break to the top of the next even-numbered page
Odd page	Begins a new section and moves the text following the break to the top of the next odd-numbered page

FIGURE D-3: Break dialog box

FIGURE D-4: Continuous section break and columns

Text in section 1 is formatted in one column

Insertion point is in section 2

Text in section 2 is formatted in two columns

Section 2 is the active section

Continuous section break

Document is now four pages long

CLUES TO USE
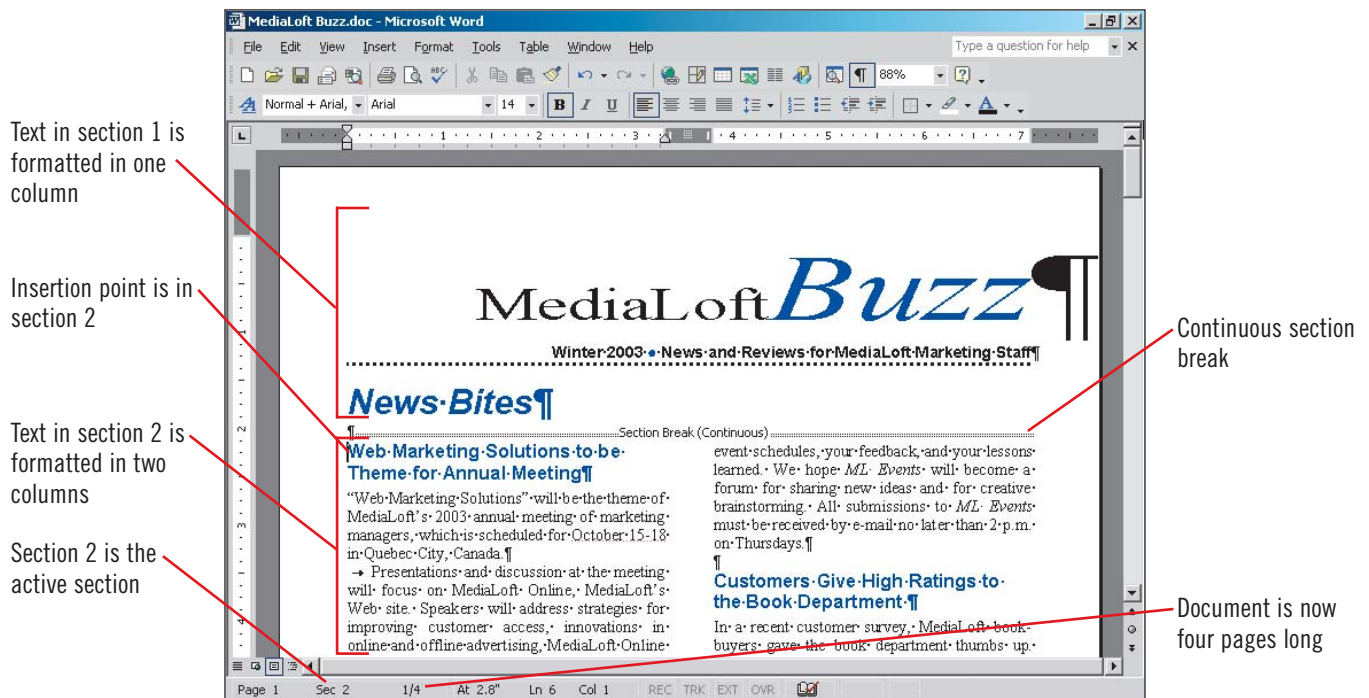
Changing page layout settings for a section

Dividing a document into sections allows you to vary the layout of a document. In addition to applying different column settings to sections, you can apply different margins, page orientation, paper size, vertical alignment, header and footer, page numbering, and other page layout settings. For example, if you are formatting a report that includes a table with many columns, you might want to change the table's page orientation to landscape so that it is easier to read. To do this, you would insert a section break before and after the table to create a section that contains only the table. Then you would use the Margins tab in the Page Setup dialog box to change the page orientation of the table section to landscape.

To change the page layout settings for an individual section, place the insertion point in the section, open the Page Setup (or Columns) dialog box, select the options you want to change, click the Apply to list arrow, click This section, then click OK. When you select This section in the Apply to list box, the settings are applied to the current section only. If you select Whole document in the Apply to list box, the settings are applied to all the sections in the document.

Adding Page Breaks

As you type text in a document, Word automatically inserts a **soft page break** when you reach the bottom of a page, allowing you to continue typing on the next page. You can also force text onto the next page of a document by using the Break command to insert a **hard page break**. ✐ Alice inserts hard page breaks where she knows she wants to begin each new page of the newsletter.

Steps

1. Scroll down to the bottom of page 1, place the insertion point before the headline **Career Corner**, click **Insert** on the menu bar, then click **Break**
   The Break dialog box opens. You also use this dialog box to insert page, column, and text-wrapping breaks. Table D-2 describes these types of breaks.

2. Make sure the **Page break option button** is selected, then click **OK**
   Word inserts a hard page break before "Career Corner" and moves all the text following the page break to the beginning of the next page, as shown in Figure D-5. The page break appears as a dotted line in Print Layout view. Page break marks are visible on the screen but do not print.

3. Scroll down to the bottom of page 2, place the insertion point before the headline **Webcasts Slated for May**, press and hold **[Ctrl]**, then press **[Enter]**
   Pressing [Ctrl][Enter] is a fast way to insert a hard page break. The headline is forced to the top of the third page.

4. Scroll down to the bottom of page 3, place the insertion point before the headline **Staff News**, then press **[Ctrl][Enter]**
   The headline is forced to the top of the fourth page.

5. Press **[Ctrl][Home]**, click the **Zoom list arrow** on the Standard toolbar, then click **Two Pages**
   The first two pages of the document are displayed, as shown in Figure D-6.

6. Scroll down to view pages 3 and 4, click the **Zoom list arrow**, click **Page Width**, then save the document

Vertically aligning text on a page

By default, text is vertically aligned with the top margin of a page, but you can change the vertical alignment of text so that it is centered between the top and bottom margins, justified between the top and bottom margins, or aligned with the bottom margin of the page. You would vertically align text on a page only when the text does not fill the page; for example, if you are creating a flyer or a title page for a report. To change the vertical alignment of text in a section (or a document), place the insertion point in the section you want to align, open the Page Setup dialog box, use the Vertical alignment list arrow on the Layout tab to select the alignment you want—top, center, justified, or bottom—use the Apply to list arrow to select the part of the document you want to align, then click OK.

FIGURE D-5: Hard page break in document
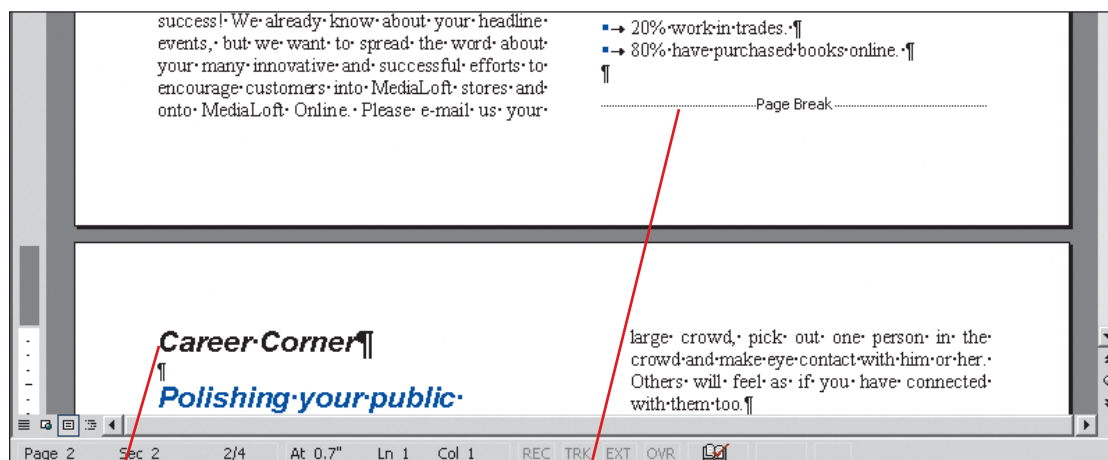
Text that follows break
is forced onto the next page

Hard page break

FIGURE D-6: Pages 1 and 2
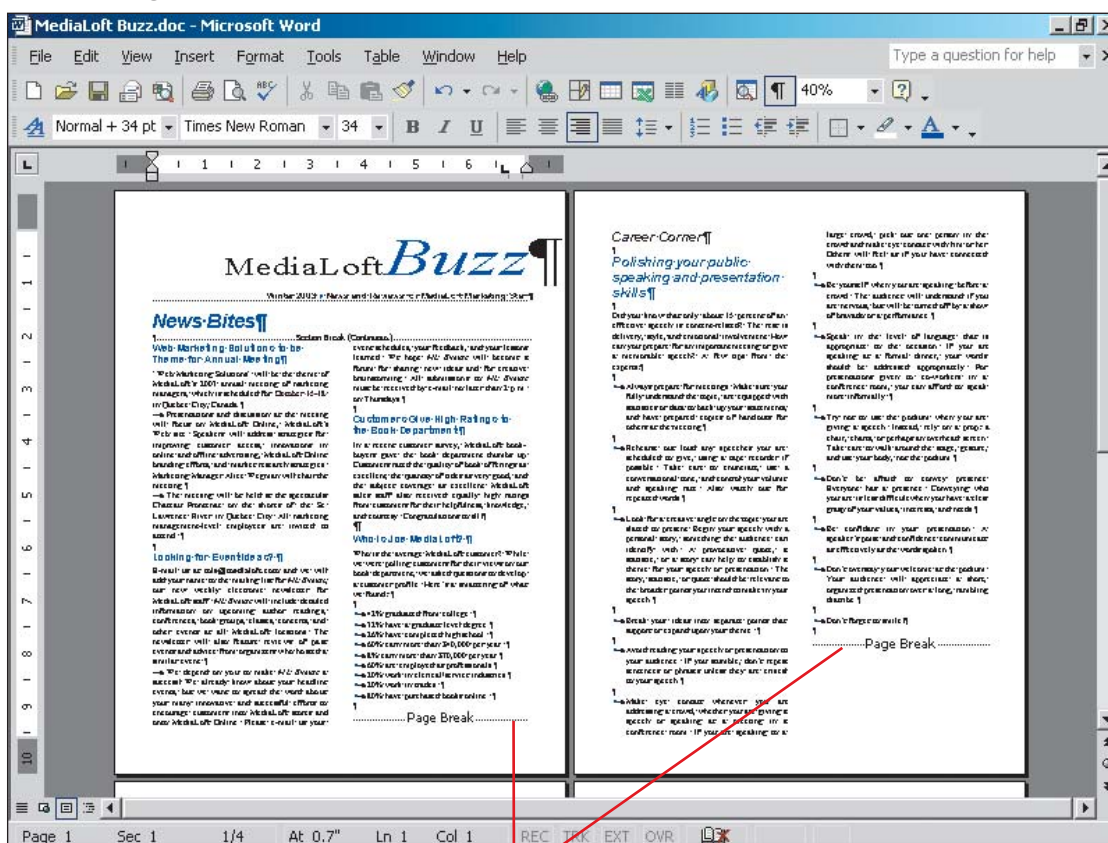
Hard page breaks

TABLE D-2: Types of breaks

break	function
Page break	Forces the text following the break to begin at the top of the next page
Column break	Forces the text following the break to begin at the top of the next column
Text wrapping break	Forces the text following the break to begin at the beginning of the next line

Adding Page Numbers

If you want to number the pages of a multi-page document, you can insert a page number field at the top or bottom of each page. A **field** is a code that serves as a placeholder for data that changes in a document, such as a page number or the current date. When you use the Page Numbers command on the Insert menu to add page numbers to a document, Word automatically numbers the pages for you. 🖋 Alice adds page numbers to the bottom of each page in the document.

Steps

1. Click **Insert** on the menu bar, then click **Page Numbers**

The Page Numbers dialog box opens, as shown in Figure D-7. You use this dialog box to specify the position—top or bottom of the page—and the alignment for the page numbers. Bottom of page (Footer) is the default position.

2. Click the **Alignment list arrow**, then click **Center**

The page numbers will be centered between the left and right margins at the bottom of each page.

> **QuickTip**
>
> You can also align page numbers with the left, right, inside, or outside margins of a document.

3. Click **OK**, then scroll to the bottom of the first page

The page number 1 appears in gray at the bottom of the first page, as shown in Figure D-8. The number is gray, or dimmed, because it is located in the Footer area. When the document is printed, the page numbers appear as normal text. You will learn more about headers and footers in the next lesson.

4. Click the **Print Preview button** 📄 on the Standard toolbar, then click the **One Page button** 🔲 on the Print Preview toolbar if necessary

The first page of the newsletter appears in Print Preview. Notice the page number.

5. Click the **page number** with the 🔍 pointer to zoom in on the page

The page number is centered at the bottom of the page, as shown in Figure D-9.

6. Scroll down the document to see the page number at the bottom of each page

Word automatically numbered the pages of the newsletter.

> **QuickTip**
>
> To display more than six pages of a document in Print Preview, drag to expand the Multiple Pages grid.

7. Click the **Multiple Pages button** 🔳 on the Print Preview toolbar, point to the second box in the bottom row on the grid to select **2 x 2 pages**, then click

All four pages of the newsletter appear in the Print Preview window.

8. Click **Close** on the Print Preview toolbar, then save the document

CLUES TO USE

Inserting date and time fields

Using the Date and Time command on the Insert menu, you can add a field for the current date or the current time into a document. To insert the current date or time at the location of the insertion point, click Date and Time on the Insert menu, then select the date or time format you want to use from the list of available formats in the Date and Time dialog box. To insert the date or time as a field that will be updated automatically each time you open or print the document, select the Update automatically check box, then click OK. If you want to insert the current date or time as static text that does not change each time you open or print the document, deselect the Update automatically check box, then click OK. Word uses the clock on your computer to compute the current date and time.

Once you have inserted a date or time field, you can modify the format by changing the field code: right-click the field, click Edit Field on the shortcut menu, then select a new format in the Field properties list in the Field dialog box. You can edit static text just as you would any other text in Word.
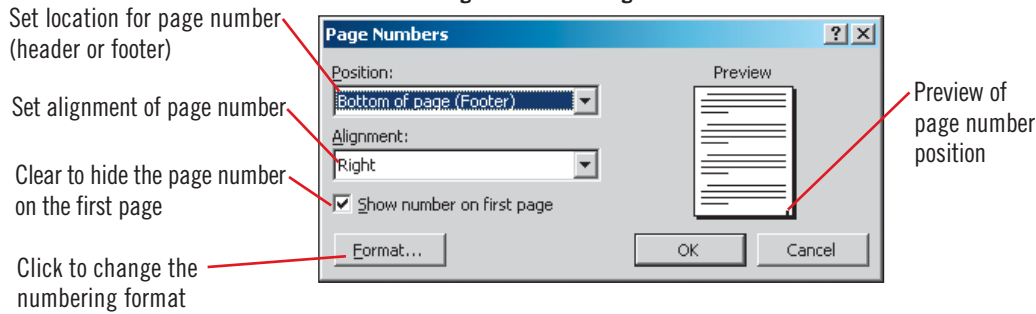
Set location for page number (header or footer)

Set alignment of page number

Clear to hide the page number on the first page

Click to change the numbering format

Page Numbers

Position:
Bottom of page (Footer)

Alignment:
Right

☑ Show number on first page

Format...

Preview

OK   Cancel

Preview of page number position

FIGURE D-8: **Page number in document**

Page number is dimmed

newsletter· will· also· feature· reviews· of· past· events·and·advice·from·organizers·who·hosted·a· similar·event.·¶
→ We· depend· on· you· to· make· *ML· Events·* a· success!· We· already· know· about· your· headline· events,· but· we· want· to· spread· the· word· about· your·many·innovative·and·successful·efforts·to· encourage·customers·into·MediaLoft·stores·and· onto· MediaLoft· Online.· Please· e-mail· us· your·

▪→ 60%·earn·more·than·$40,000·per·year.·¶
▪→ 8%·earn·more·than·$70,000·per·year.¶
▪→ 60%·are·employed·as·professionals.¶
▪→ 20%·work·in·clerical/service·industries.¶
▪→ 20%·work·in·trades.·¶
▪→ 80%·have·purchased·books·online.·¶
¶
────────────Page Break────────────

¶   1·

Career·Corner¶
¶

large· crowd,· pick· out· one· person· in· the· crowd·and·make·eye·contact·with·him·or·her.·

Page 1   Sec 1   1/4   At   Ln   Col   REC TRK EXT OVR

FIGURE D-9: **Page number in Print Preview**

One Page button

Multiple Pages button

Page number in Print Preview

MediaLoft Buzz.doc (Preview) - Microsoft Word

File   Edit   View   Insert   Format   Tools   Table   Window   Help   Type a question for help

100%   Close

management-level   employees   are   invited   to attend.

Looking for Event Ideas?
E-mail us at **mle@medialoft.com** and we will add your name to the mailing list for *ML Events,* our   weekly   electronic   newsletter   for MediaLoft staff. *ML Events* will include detailed information   on   upcoming   author   readings, conferences, book groups, classes, concerts, and other   events   at   all   MediaLoft   locations.   The newsletter   will   also   feature   reviews   of   past events and advice from organizers who hosted a similar event.
We depend on you to make *ML Events* a success! We already know about your headline events, but we want to spread the word about your many innovative and successful efforts to encourage customers into MediaLoft stores and onto MediaLoft Online. Please e-mail us your

Who is Joe MediaLoft?
Who is the average MediaLoft customer? While we were polling customers for their views on our book department, we asked questions to develop a customer profile. Here's a smattering of what we found:

▪ 42% graduated from college.
▪ 32% have a graduate level degree.
▪ 26% have completed high school.
▪ 60% earn more than $40,000 per year.
▪ 8% earn more than $70,000 per year.
▪ 60% are employed as professionals.
▪ 20% work in clerical/service industries.
▪ 20% work in trades.
▪ 80% have purchased books online.

1

Page 1   Sec 2   1/4   At 7.1"   Ln 64   Col 37   REC TRK EXT OVR
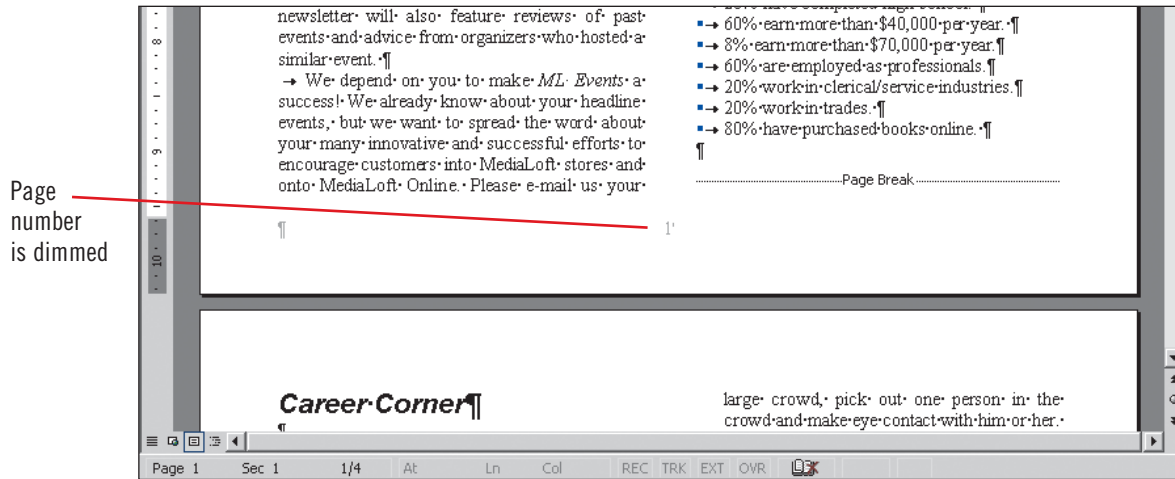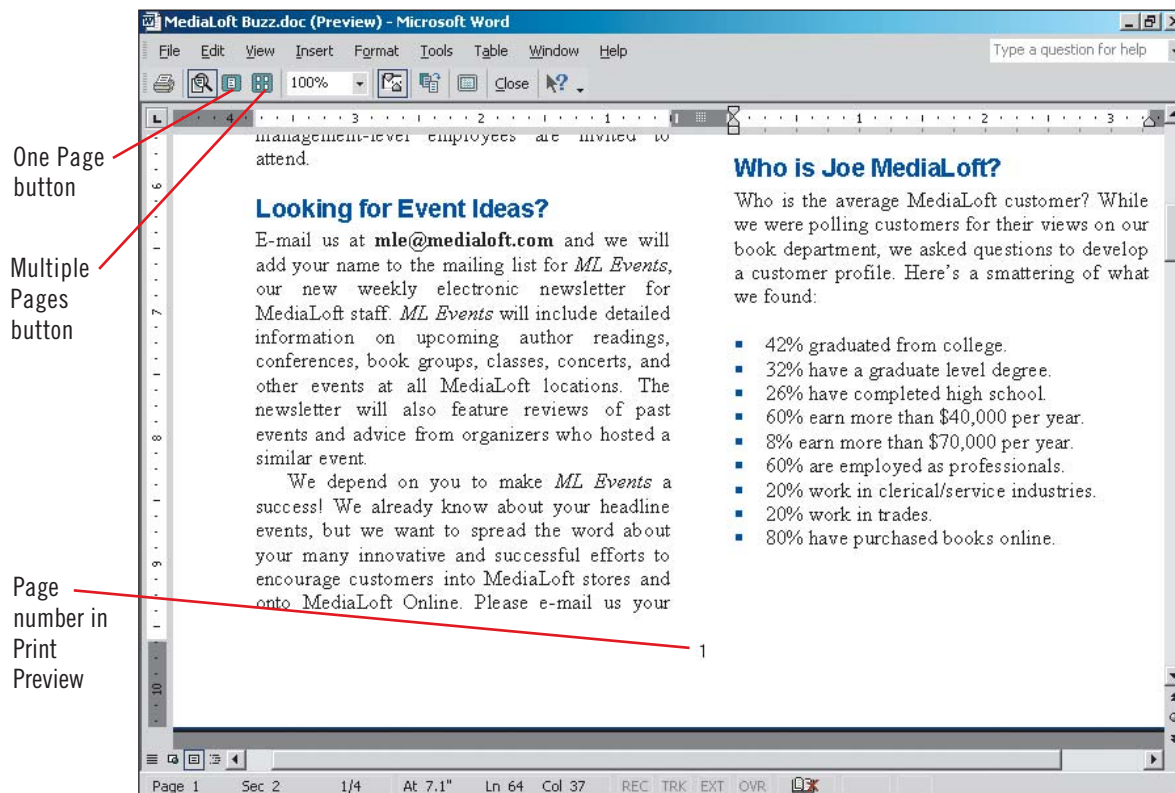
Inserting Headers and Footers

A **header** is text or graphics that appears at the top of every page of a document. A **footer** is text or graphics that appears at the bottom of every page. In longer documents, headers and footers often contain information such as the title of the publication, the title of the chapter, the name of the author, the date, or a page number. You can add headers and footers to a document by using the Header and Footer command on the View menu to open the Header and Footer areas, and then inserting text and graphics in them. Alice creates a header that includes the name of the newsletter and the current date.

Steps 1 2 3 4

1. Click **View** on the menu bar, then click **Header and Footer**

   The Header and Footer areas open and the document text is dimmed, as shown in Figure D-10. When the document text is dimmed, it cannot be edited. The Header and Footer toolbar also opens. It includes buttons for inserting standard text into headers and footers and for navigating between headers and footers. See Table D-3. The Header and Footer areas of a document are independent of the document itself and must be formatted separately. For example, if you select all the text in a document and then change the font, the header and footer font does not change.

2. Type **Buzz** in the Header area, press **[Spacebar]** twice, then click the **Insert Date button** on the Header and Footer toolbar

   Clicking the Insert Date button inserts a date field into the header. The date is inserted using the default date format (usually month/date/year, although your default date format might be different). The word "Buzz" and the current date will appear at the top of every page in the document.

3. Select **Buzz** and the **date**, then click the **Center button** on the Formatting toolbar

   The text is centered in the Header area. You can also use tabs to center and right-align text in the Header and Footer areas. Notice that the center and right tab stops shown on the ruler do not align with the current margin settings. The tab stops are the default tab stops for the Header and Footer areas, based on the default margin settings. If you change the margins in a document, you need to adjust the tab stops in the Header or Footer area to align with the new margin settings.

4. With the text still selected, click the **Font list arrow** on the Formatting toolbar, click **Arial**, click the **Bold button**, then click in the Header area to deselect the text

   The header text is formatted in 12-point Arial bold, as shown in Figure D-11.

5. Click the **Switch Between Header and Footer button** on the Header and Footer toolbar

   The insertion point moves to the Footer area. A page number field already appears centered in the Footer area.

6. Double-click the **page number** to select the field, click the **Font list arrow**, click **Arial**, click **B**, then click in the Footer area to deselect the field

   The page number is formatted in 12-point Arial bold.

7. Click **Close** on the Header and Footer toolbar, save the document, then scroll down until the bottom of page 1 and the top of page 2 appear in the document window

   The Header and Footer areas close and the header and footer text is dimmed, as shown in Figure D-12. The header text—"Buzz" and the current date—appear at the top of every page in the document, and a page number appears at the bottom of each page.
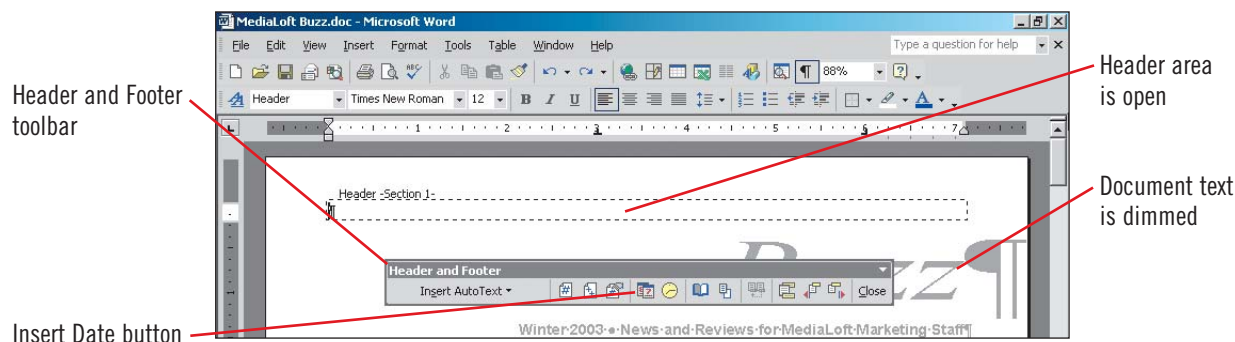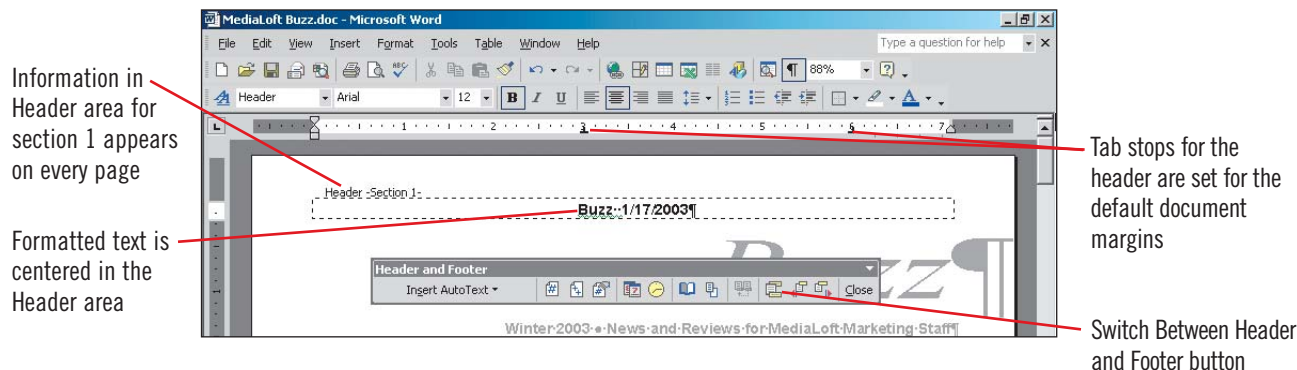
FIGURE D-10: Header area

Header and Footer toolbar

Header area is open

Document text is dimmed

Insert Date button

FIGURE D-11: Formatted header text

Information in Header area for section 1 appears on every page

Tab stops for the header are set for the default document margins

Formatted text is centered in the Header area

Switch Between Header and Footer button

FIGURE D-12: Header and footer in the document

Page number appears in footer on every page

Header text appears in header on every page (your date will differ)
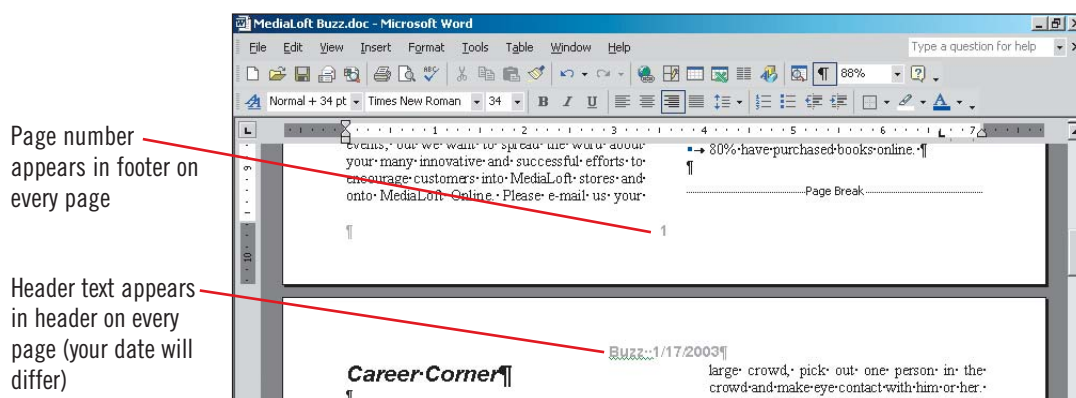
TABLE D-3: Buttons on the Header and Footer toolbar

button	function
Insert AutoText ▾	Inserts an AutoText entry, such as a field for the filename, or the author's name
Insert Page Number	Inserts a field for the page number so that the pages are numbered automatically
Insert Number of Pages	Inserts a field for the total number of pages in the document
Format Page Number	Opens the Page Number Format dialog box; use to change the numbering format or to begin automatic page numbering with a specific number
Insert Date	Inserts a field for the current date
Insert Time	Inserts a field for the current time
Page Setup	Opens the Page Setup dialog box
Switch Between Header and Footer	Moves the insertion point between the Header and Footer areas

Editing Headers and Footers

To change header and footer text or to alter the formatting of headers and footers you must first open the Header and Footer areas. You can open headers and footers using the Header and Footer command on the View menu, or by double-clicking a header or footer in Print Layout view. Alice modifies the header by adding a small circle symbol between "Buzz" and the date. She also adds a border under the header text to set it off from the rest of the page. Finally, she removes the header and footer text from the first page of the document.

Steps

1. Place the insertion point at the top of page 2, position the ⍨ pointer over the header text at the top of page 2, then double-click
   The Header and Footer areas open.

2. Place the insertion point between the two spaces after Buzz, click **Insert** on the menu bar, then click **Symbol**
   The Symbol dialog box opens and is similar to Figure D-13. **Symbols** are special characters, such as graphics, shapes, and foreign language characters, that you can insert into a document. The symbols shown in Figure D-13 are the symbols included with the (normal text) font. You can use the Font list arrow on the Symbols tab to view the symbols included with each font on your computer.

3. Scroll the list of symbols if necessary to locate the black circle symbol shown in Figure D-13, select the **black circle symbol**, click **Insert**, then click **Close**
   A circle symbol is added at the location of the insertion point.

4. With the insertion point in the header text, click **Format** on the menu bar, then click **Borders and Shading**
   The Borders and Shading dialog box opens.

5. Click the **Borders tab**, click **Custom** in the Setting section, click the **dotted line** in the Style scroll box (the second line style), click the **Width list arrow**, click **2¼ pt**, click the **Bottom border button** in the Preview section, make sure Paragraph is selected in the Apply to list box, click **OK**, then click **Close** on the Header and Footer toolbar
   A dotted line border is added below the header text, as shown in Figure D-14.

6. Press **[Ctrl][Home]** to move the insertion point to the beginning of the document
   The newsletter already includes the name of the document at the top of the first page, making the header information redundant. You can modify headers and footers so that the header and footer text does not appear on the first page of a document or a section.

7. Click **File** on the menu bar, click **Page Setup** then click the **Layout tab**
   The Layout tab of the Page Setup dialog box includes options for creating a different header and footer for the first page of a document or a section, and for creating different headers and footers for odd- and even-numbered pages in a document or a section. For example, in a document with facing pages, such as a magazine, you might want the publication title to appear in the left-page header and the publication date to appear in the right-page header.

8. Click the **Different first page check box** to select it, click the **Apply to list arrow**, click **Whole document**, then click **OK**
   The header and footer text is removed from the Header and Footer areas on the first page.

9. Scroll to see the header and footer on pages 2, 3, and 4, then save the document

The subset changes as you scroll the list of symbols

Available symbols (yours might differ)

Black circle symbol is selected

Name of selected symbol

Character code for selected symbol

Inserts selected symbol at location of insertion point

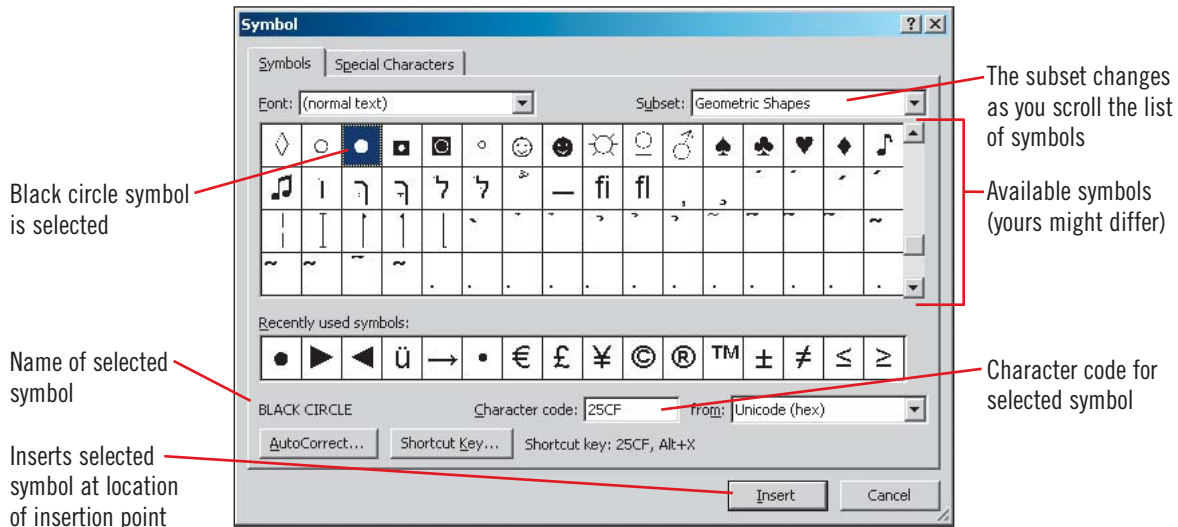FIGURE D-14: Symbol and border added to header

Dotted line border added to header
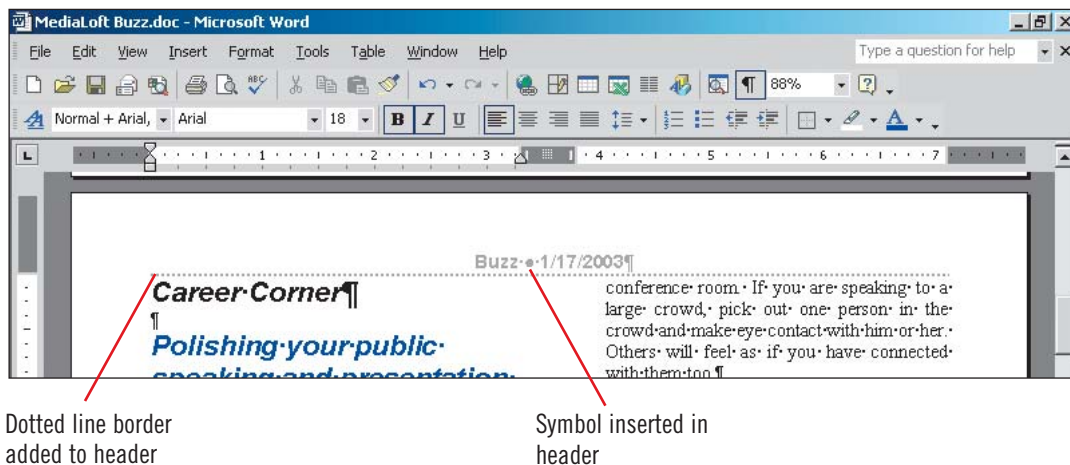
Symbol inserted in header

Inserting and creating AutoText entries

Word includes a number of built-in AutoText entries, including salutations and closings for letters, as well as information for headers and footers. To insert a built-in AutoText entry at the location of the insertion point, point to AutoText on the Insert menu, point to a category on the AutoText menu, then click the AutoText entry you want to insert. You can also use the Insert AutoText button on the Header and Footer toolbar to insert an AutoText entry from the Header/Footer category into a header or footer.

Word's AutoText feature also allows you to store text and graphics that you use frequently so that you can easily insert them in a document. To create a custom AutoText entry, enter the text or graphic you want to store—such as a company name or logo—in a document, select it, point to AutoText on the Insert menu, and then click New. In the Create AutoText dialog box, type a name for your AutoText entry, then click OK. The text or graphic is saved as a custom AutoText entry. To insert a custom AutoText entry in a document, point to AutoText on the Insert menu, click AutoText, select the entry name on the AutoText tab in the AutoCorrect dialog box, click Insert, then click OK.

Formatting Columns

Formatting text in columns often makes it easier to read. You can apply column formatting to a whole document, to a section, or to selected text. The Columns button on the Standard toolbar allows you to quickly create columns of equal width. In addition, you can use the Columns command on the Format menu to create columns and to customize the width and spacing of columns. To control the way text flows between columns, you can insert a **column break**, which forces the text following the break to move to the top of the next column. You can also balance columns of unequal length by inserting a continuous section break at the end of the last column in a section. ✎ Alice formats the Staff News page in three columns, then she adjusts the flow of text.

Steps 1234

1. Scroll to the top of page 4, place the insertion point before **Boston**, click **Insert** on the menu bar, click **Break**, select the **Continuous option button**, then click **OK**
   A continuous section break is inserted before Boston. The newsletter now contains three sections.

2. Refer to the status bar to confirm that the insertion point is in section 3, click **Format** on the menu bar, then click **Columns**
   The Columns dialog box opens, as shown in Figure D-15.

3. Select **Three** in the Presets section, click the **Spacing down arrow** twice until 0.3" appears, select the **Line between check box**, then click **OK**
   All the text in section 3 is formatted in three columns of equal width with a line between the columns, as shown in Figure D-16.

4. Click the **Zoom list arrow** on the Standard toolbar, then click **Whole Page**
   Notice that the third column of text is much shorter than the first two columns. Page 4 would look better if the three columns were balanced—each the same length.

5. Place the insertion point at the end of the third column, click **Insert** on the menu bar, click **Break**, select the **Continuous option button**, then click **OK**
   The columns in section 3 adjust to become roughly the same length.

6. Scroll up to page 3
   The two columns on page 3 are also uneven. The page would look better if the information about the third webcast did not break across the two columns.

7. Click the **Zoom list arrow**, click **Page Width**, scroll to the bottom of page 3, place the insertion point before **Tuesday, June 10**, click **Insert** on the menu bar, click **Break**, click the **Column break option button**, then click **OK**
   The text following the column break is forced to the top of the next column.

8. Click the **Zoom list arrow**, click **Two Pages**, then save the document
   The columns on pages 3 and 4 are displayed, as shown in Figure D-17.

CLUES TO USE

Hyphenating text in a document

Hyphenating a document is another way to control the flow of text in columns. Hyphens are small dashes that break words that fall at the end of a line. Hyphenation diminishes the gaps between words in justified text and reduces ragged right edges in left-aligned text. If a document includes narrow columns, hyphenating the text can help give the pages a cleaner look. To hyphenate a document automatically, point to Language on the Tools menu, click Hyphenation, select the Automatically hyphenate document check box in the Hyphenation dialog box, and then click OK. You can also use the Hyphenation dialog box to change the hyphenation zone—the distance between the margin and the end of the last word in the line. A smaller hyphenation zone results in a greater number of hyphenated words and a cleaner look to columns of text.
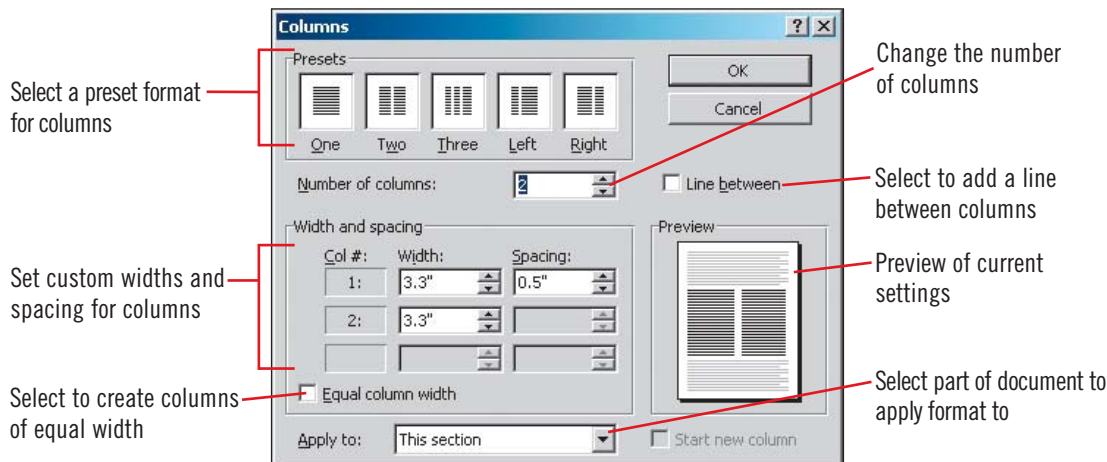
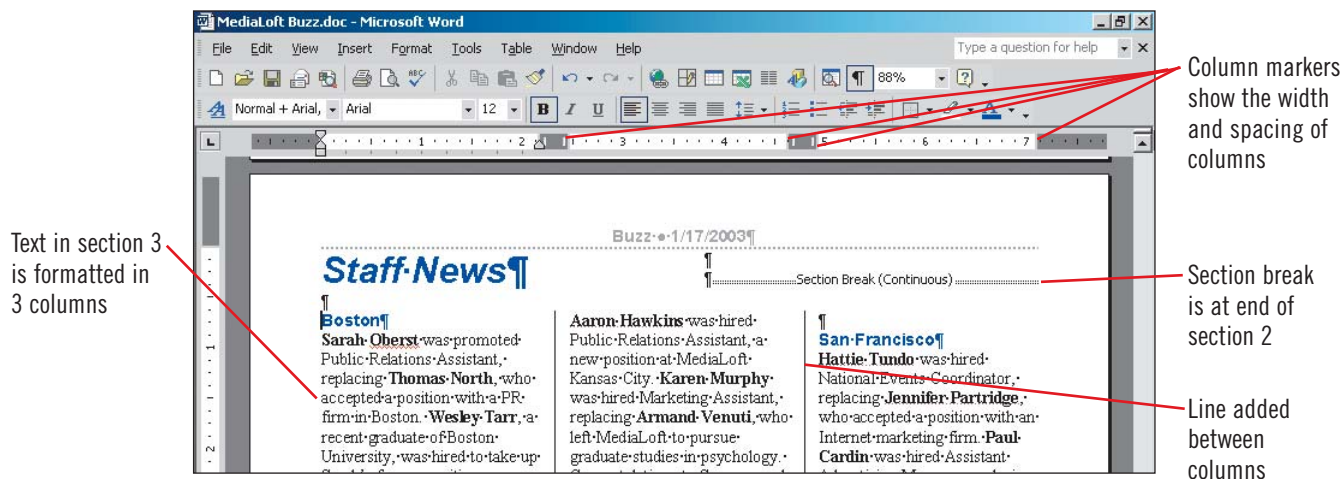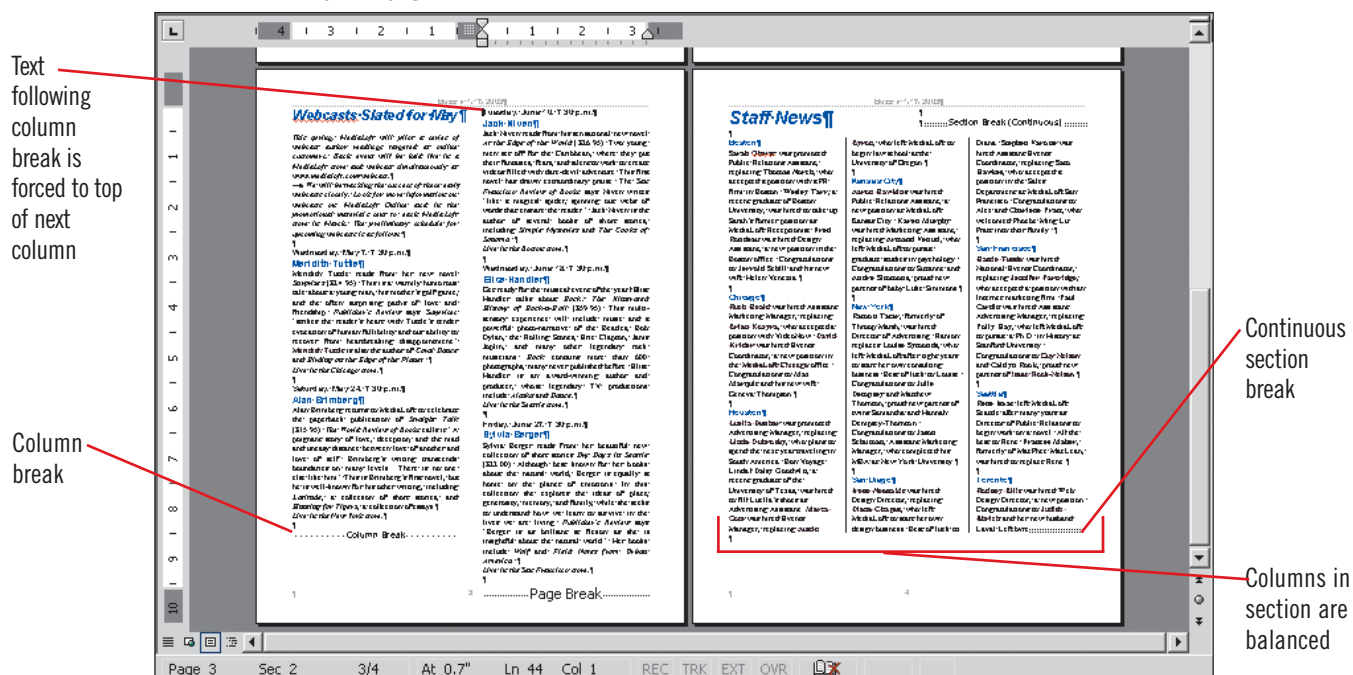**FIGURE D-15: Columns dialog box**

Select a preset format for columns

Change the number of columns

Select to add a line between columns

Set custom widths and spacing for columns

Preview of current settings

Select to create columns of equal width

Select part of document to apply format to

FIGURE D-16: Text formatted in three columns

Column markers show the width and spacing of columns

Text in section 3 is formatted in 3 columns

Section break is at end of section 2

Line added between columns

FIGURE D-17: Completed pages 3 and 4 of newsletter

Text following column break is forced to top of next column

Column break

Continuous section break

Columns in section are balanced

Inserting Clip Art

Illustrating a document with clip art images can give it visual appeal and help to communicate your ideas. **Clip art** is a collection of graphic images that you can insert into a document. Clip art images are stored in the Clip Organizer, a library of the **clips**—media files, including graphics, photographs, sounds, movies, and animations—that come with Word. Clips are organized in collections in the Clip Organizer. You can add a clip to a document using the Clip Art command on the Insert menu. Once you insert a clip art image, you can wrap text around it, resize it, and move it to a different location. Alice illustrates the second page of the newsletter with a clip art image. After she inserts the image, she wraps text around it, enlarges it, and then moves it so that it is centered between the two columns of text.

Steps

1. Click the **Zoom list arrow** on the Standard toolbar, click **Page Width**, scroll to the top of page 2, then place the insertion point before the first body paragraph, which begins **Did you know…**

   You will insert the clip art graphic at the location of the insertion point.

2. Click **Insert** on the menu bar, point to **Picture**, then click **Clip Art**

   The Insert Clip Art task pane opens, as shown in Figure D-18. You can use this task pane to search for clips related to a keyword.

3. Select the text in the Search text text box if necessary, type **communication**, then click **Search**

   Clips with the keyword "communication" appear in the Insert Clip Art task pane, as shown in Figure D-19. When you point to a clip, a ScreenTip showing the first few keywords applied to the clip, the width and height of the clip in pixels, and the file size and file type for the clip appears.

4. Point to the **clip** shown in Figure D-19, click the **list arrow** that appears next to the clip, click **Insert** on the menu, then close the Insert Clip Art task pane

   The clip is inserted at the location of the insertion point. You want to center the graphic on the page. Until you apply text wrapping to a graphic, it is part of the line of text in which it was inserted (an **inline graphic**). To move a graphic independently of text, you must wrap the text around it to make it a **floating graphic**, which can be moved anywhere on a page.

5. Double-click the **clip art image**, click the **Layout tab** in the Format Picture dialog box, click **Tight**, then click **OK**

   The text in the first body paragraph wraps around the irregular shape of the clip art image. The white circles that appear on the square edges of the graphic are the **sizing handles**, which appear when a graphic is selected. You can drag a sizing handle to change the size of the image.

6. Position the pointer over the **lower-right sizing handle**, when the pointer changes to ↘ drag down and to the right until the graphic is about 2½" wide and 2½" tall

   As you drag a sizing handle, the dotted lines show the outline of the graphic. Refer to the dotted lines and the rulers as you resize the graphic. When you release the mouse button, the image is enlarged.

7. With the graphic still selected, position the pointer over the graphic, when the pointer changes to ✣ drag the graphic down and to the right so it is centered on the page as shown in Figure D-20, release the mouse button, then deselect the graphic

   The graphic is now centered between the two columns of text.

8. **Click the Zoom list arrow**, then click **Two Pages**

   The completed pages 1 and 2 are displayed, as shown in Figure D-21.

9. Press **[Ctrl][End]**, press **[Enter]**, type your name, save your changes, print the document, then close the document and exit Word
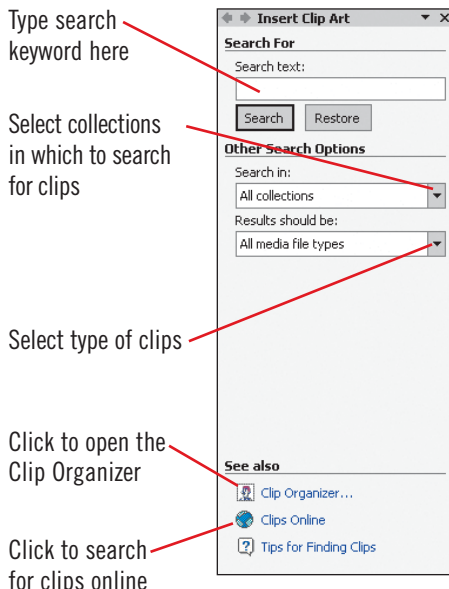
FIGURE D-18: Insert Clip Art task pane

Type search keyword here

Select collections in which to search for clips

Select type of clips

Click to open the Clip Organizer

Click to search for clips online

FIGURE D-19: Clips in task pane

Click to expand display of clips

Click to begin a different search

Select this clip

Clips with the keyword "communication"
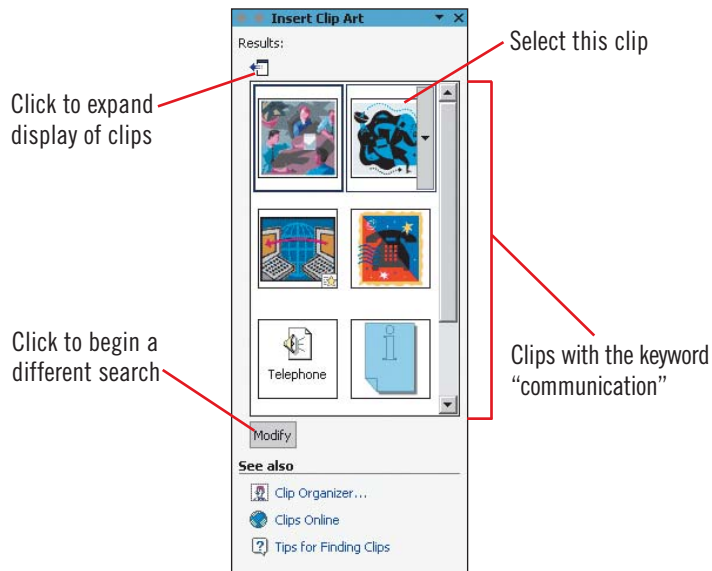
FIGURE D-20: Graphic being moved to a new location

Sizing handle

Text is wrapped around graphic

Dotted line shows outline of graphic as it is being dragged; position the top of the square between the last two lines of the first paragraph in column 2
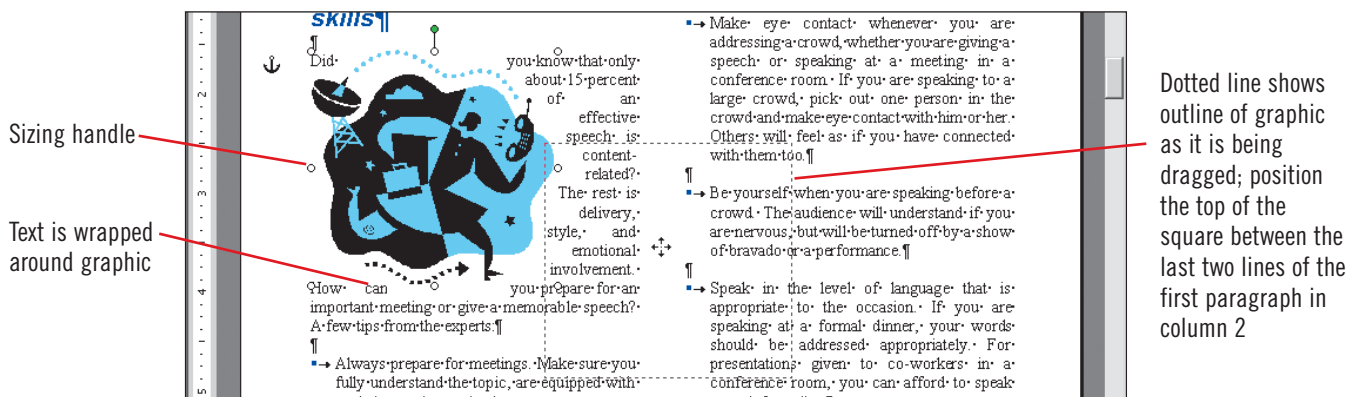
FIGURE D-21: Completed pages 1 and 2 of newsletter

Graphic is centered on page
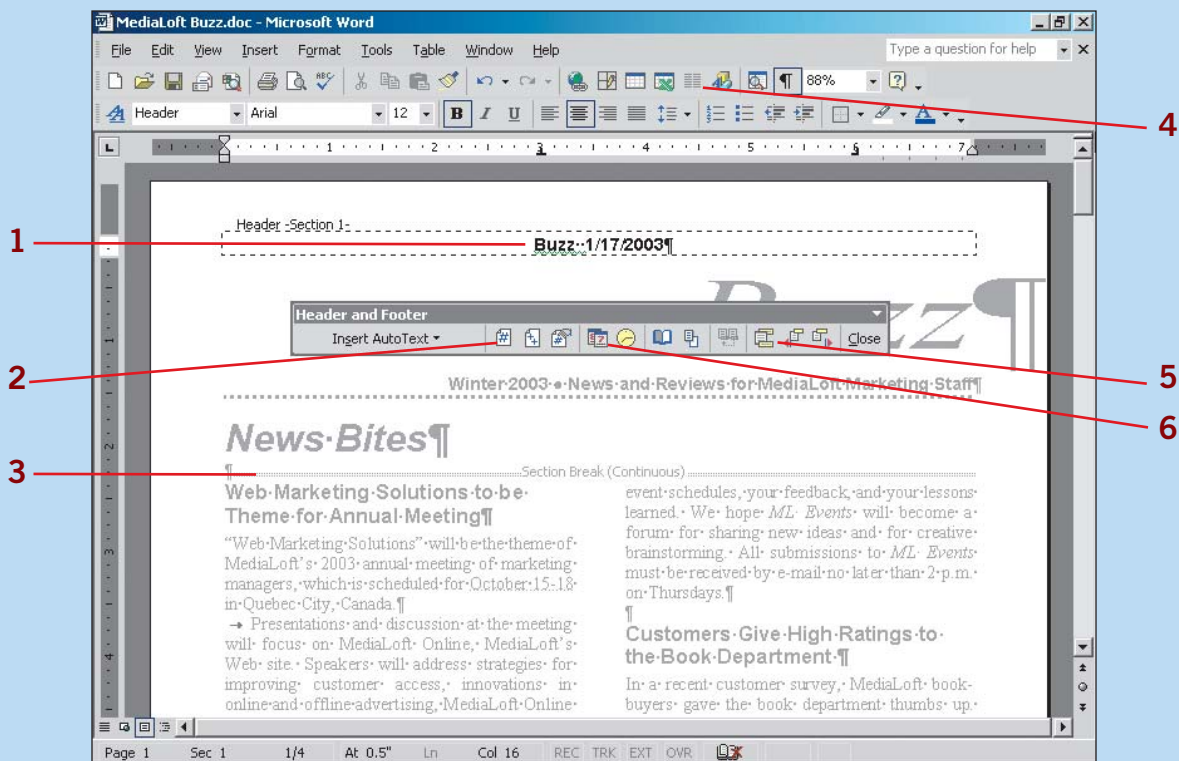
Text wraps around graphic
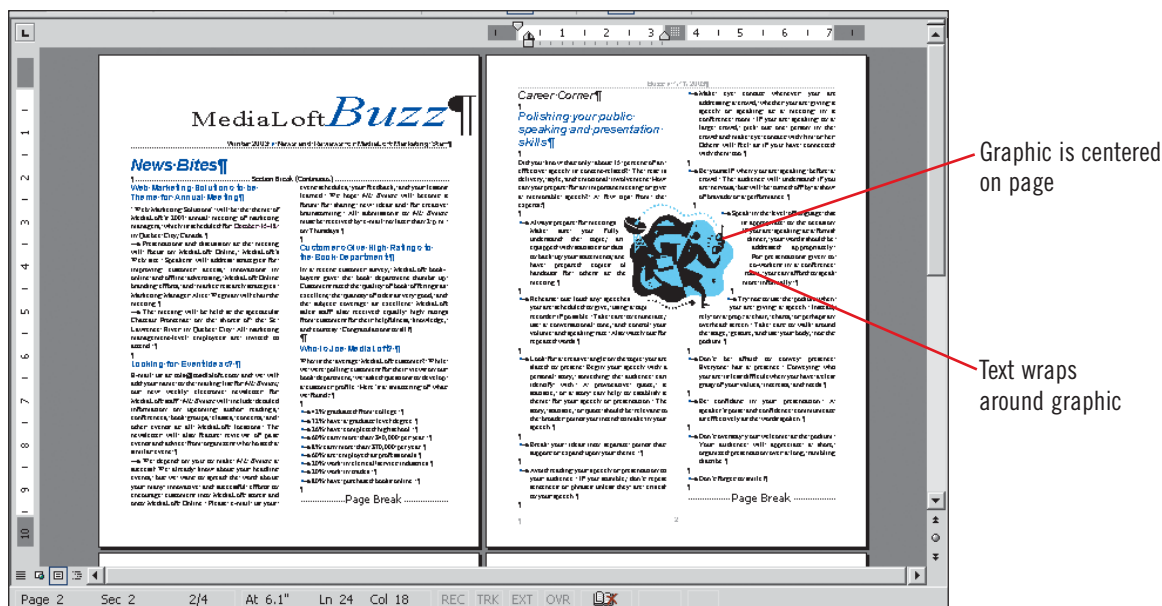
Practice

▶ Concepts Review

Label each element shown in Figure D-22.

Match each term with the statement that best describes it.

7. **Section break**	**a.**	A formatting mark that forces the text following the mark to begin at the top of the next page
8. **Header**	**b.**	The blank area between the edge of the text and the edge of the page
9. **Footer**	**c.**	A placeholder for information that changes
10. **Field**	**d.**	Text or graphics that appears at the top of every page in a document
11. **Hard page break**	**e.**	An image to which text wrapping has been applied
12. **Margin**	**f.**	A formatting mark that divides a document into parts that can be formatted differently
13. **Inline graphic**	**g.**	An image that is inserted as part of a line of text
14. **Floating graphic**	**h.**	Text or graphics that appears at the bottom of every page in a document

Select the best answer from the list of choices.

15. **Which of the following do documents with mirror margins always have?**
    - **a.** Landscape orientation
    - **b.** Inside and outside margins
    - **c.** Gutters
    - **d.** Different first page headers and footers

16. **Which button is used to insert a field into a header or footer?**
    - **a.** 🖼
    - **b.** 📖
    - **c.** 🖼
    - **d.** 🔢

17. **Which type of break do you insert if you want to force text to begin on the next page?**
    - **a.** Continuous section break
    - **b.** Soft page break
    - **c.** Hard page break
    - **d.** Text wrapping break

18. **Which type of break do you insert if you want to balance the columns in a section?**
    - **a.** Continuous section break
    - **b.** Soft page break
    - **c.** Column break
    - **d.** Text wrapping break

19. **What must you do to change an inline graphic to a floating graphic?**
    - **a.** Resize the graphic
    - **b.** Move the graphic
    - **c.** Apply text wrapping to the graphic
    - **d.** Anchor the graphic

20. **Pressing [Ctrl][Enter] does which of the following?**
    - **a.** Inserts a soft page break
    - **b.** Inserts a continuous section break
    - **c.** Moves the insertion point to the beginning of the document
    - **d.** Inserts a hard page break

▶ Skills Review

1. **Set document margins.**
   a. Start Word, open the file WD D-2 from the drive and folder where your Project Files are located, then save it as **Amherst Fitness**.
   b. Change the top and bottom margins to 1.2" and the left and right margins to 1".
   c. Save your changes to the document.

2. **Divide a document into sections.**
   a. Scroll down, then insert a continuous section break before the **Facilities** heading.
   b. Format the text in Section 2 in two columns, then save your changes to the document.

3. **Add page breaks.**
   a. Insert a hard page break before the heading **Welcome to the Amherst Fitness Center!**, scrolling up if necessary.
   b. Scroll down and insert a hard page break before the heading **Services**.
   c. Scroll down and insert a hard page break before the heading **Membership**.
   d. Press [Ctrl][Home], then save your changes to the document.

4. **Add page numbers.**
   a. Insert page numbers in the document. Center the page numbers at the bottom of the page.
   b. View the page numbers on each page in Print Preview, then save your changes to the document.

5. **Insert headers and footers.**
   a. Open the Header and Footer areas, then type your name in the Header area.
   b. Press [Tab] twice, then use the Insert Date button on the Header and Footer toolbar to insert the current date.
   c. On the horizontal ruler, drag the right tab stop from the 6" mark to the 6½" mark so that the date aligns with the right margin of the document.
   d. Move the insertion point to the Footer area.
   e. Double-click the page number to select it, then format the page number in bold italic.
   f. Close headers and footers, preview the header and footer on each page in Print Preview, close Print Preview, then save your changes to the document.

6. **Edit headers and footers.**
   a. Open headers and footers, then apply italic to the text in the header.
   b. Move the insertion point to the Footer area, double-click the page number to select it, then press [Delete].
   c. Click the Align Right button on the Formatting toolbar.
   d. Use the Symbol command on the Insert menu to open the Symbol dialog box.
   e. Insert a black right-pointing triangle symbol, then close the Symbol dialog box.
   f. Use the Insert Page Number button on the Header and Footer toolbar to insert a page number.
   g. Use the Page Setup button on the Header and Footer toolbar to open the Page Setup dialog box.
   h. Use the Layout tab to create a different header and footer for the first page of the document.
   i. Scroll to the beginning of the document. If you want your name on the first page of the document, type your name in the First Page Header area, then apply italic to your name.
   j. Close headers and footers, preview the header and footer on each page in Print Preview, close Print Preview, then save your changes to the document.

7. **Format columns.**
   a. On page 2, select **Facilities** and the paragraph mark below it, use the Columns button to format the selected text as one column, then center **Facilities** on the page.
   b. Balance the columns on page 2 by inserting a continuous section break at the bottom of the second column.
   c. On page 3, select **Services** and the paragraph mark below it, format the selected text as one column, then center the text.
   d. Balance the columns on page 3.
   e. On page 4, select **Membership** and the paragraph mark below it, format the selected text as one column, then center the text.
   f. Insert a column break before the **Membership Cards** heading, then save your changes to the document.

8. **Insert clip art.**

   a. On page 1, place the insertion point in the second blank paragraph below **A Rehabilitation and Exercise Facility**. (*Hint*: Place the insertion point to the left of the paragraph mark.)
   b. Open the Insert Clip Art task pane. Search for clips related to the keyword **Victories**.
   c. Insert the clip shown in Figure D-23. Select a different clip if this one is not available to you.
   d. Select the graphic, then drag the lower-right sizing handle up and to the left so that the graphic is about 2" wide and 3" tall. Size the graphic so that all the text and the hard page break fit on page 1. (*Hint*: The sizing handles on inline graphics are black squares.)
   e. Scroll to page 3, then place the insertion point before the **Personal Training** heading.

   f. In the Insert Clip Art task pane, search for an appropriate clip to illustrate this page. You might try searching using the keywords **sports**, **health**, or **heart**.
   g. When you find an appropriate clip, insert it in the document, then close the Insert Clip Art task pane.
   h. Double-click the graphic to open the Format Picture dialog box, then click the Layout tab. Apply the Tight text wrapping style to the graphic.
   i. Move the graphic so that it is centered below the text at the bottom of the page (below the page break mark). Adjust the size and position of the graphic so that the page looks attractive.
   j. Save your changes to the document. Preview the document, print a copy, then close the document and exit Word.
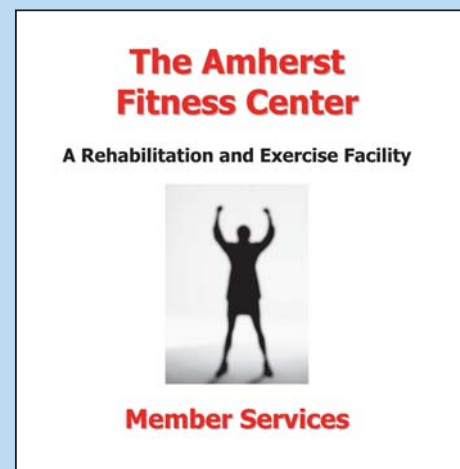
▶ Independent Challenge 1

You are the owner of a small catering business in Latona, Ontario called Bon Appetit Catering Services. You have begun work on the text for a brochure advertising your business and are now ready to lay out the pages and prepare the final copy. The brochure will be printed on both sides of an 8½" × 11" sheet of paper, and folded in thirds.

FIGURE D-24

a. Start Word, open the file WD D-3 from the drive and folder where your Project Files are located, then save it as **Bon Appetit**. Read the document to get a feel for its contents.

b. Change the page orientation to landscape, and change all four margins to .6".

c. Format the document in three columns of equal width.

d. Insert a hard page break before the heading **Catering Services**.

e. On page 1, insert column breaks before the headings **Sample Indian Banquet Menu** and **Sample Tuscan Banquet Menu**.

f. On page 1, insert a continuous section break at the end of the third column.

g. Add lines between the columns on the first page, then center the text in the columns.

h. Create a different header and footer for the first page. Type **Call for custom menus designed to your taste and budget** in the First Page Footer area.

i. Center the text in the footer area, format it in 20-point Comic Sans MS, all caps, with a plum font color, then close headers and footers.

j. On page 2, insert a column break before Your Name. Press [Enter] as many times as necessary to move the contact information to the bottom of the second column. Be sure all five lines of the contact information are in column 2 and do not flow to the next column.

k. Replace Your Name with your name, then center the contact information in the column.

l. Insert a column break at the bottom of the second column. Then, type the text shown in Figure D-24 in the third column. Refer to the figure as you follow the instructions for formatting the text in the third column.

m. Format **Bon Appetit Catering Services** in 28-point Comic Sans MS, bold, with a plum font color.

n. Format the remaining text in 12-point Comic Sans MS, with a plum font color. Center the text in the third column.

o. Below Bon Appetit, insert the symbol shown in Figure D-24. (*Hint*: Type the character code 25CA in the Character code text box in the Symbol dialog box to find the symbol.) Change the font color of the symbol to gold.

p. Insert the clip art graphic shown in Figure D-24 or another appropriate clip art graphic. Do not wrap text around the graphic.

q. Add and remove blank paragraphs in the third column of your brochure so that the spacing between elements roughly matches the spacing shown in Figure D-24.

r. Save your changes, preview the brochure in Print Preview, then print a copy. If possible, print the two pages of the brochure back to back so that the brochure can be folded in thirds. Close the document and exit Word.

► Independent Challenge 2

You work in the Campus Safety Department at Miller State College. You have written the text for an informational flyer about parking regulations on campus and now you need to format the flyer so it is attractive and readable.

a. Start Word, open the file WD D-4 from the drive and folder where your Project Files are located, then save it as **Parking FAQ**. Read the document to get a feel for its contents.

b. Change all four margins to .7".

c. Insert a continuous section break before **1. May I bring a car to school?** (*Hint*: Place the insertion point before "May.")

d. Scroll down and insert a next page section break before **Sample Parking Permit**.

e. Format the text in section 2 in three columns of equal width with .3" of space between the columns.

f. Hyphenate the document using the automatic hyphenation feature. (*Hint*: If the Hyphenation feature is not installed on your computer, skip this step.)

g. Add a 3-pt dotted line bottom border to the blank paragraph under Miller State College. (*Hint*: Place the insertion point before the paragraph mark under Miller State College, then apply a bottom border to the paragraph.)

h. Add your name to the header. Right-align your name and format it in 10-point Arial.

i. Add the following text to the footer, inserting symbols between words as indicated: **Parking and Shuttle Service Office • 54 Buckley Street • Miller State College • 942-555-2227**.

j. Format the footer text in 10-point Arial Black and center it in the footer. Use a different font if Arial Black is not available to you. If necessary adjust the font and font size so that the entire address fits on one line.

k. Apply a 3-pt dotted line border above the footer text. Make sure to apply the border to the paragraph.

l. Balance the columns in section 2.

m. Add an appropriate clip art image to the upper-right corner of the document, above the border. Make sure the graphic does not obscure the border.

n. Place the insertion point on page 2 (which is section 4). Change the left and right margins in section 4 to 1". Also change the page orientation of section 4 to landscape.

o. Change the vertical alignment of section 4 to Center.

p. Save your changes, preview the flyer in Print Preview, then print a copy. If possible, print the two pages of the flyer back to back. Close the document and exit Word.

► Independent Challenge 3

A book publisher would like to publish an article you wrote on stormwater pollution in Australia as a chapter in a forthcoming book called *Environmental Issues for the New Millennium*. The publisher has requested that you format your article like a book chapter before submitting it for publication, and has provided you with a style sheet.

a. Start Word, open the file WD D-5 from the drive and folder where your Project Files are located, then save it as **Stormwater**.

b. Change the font of the entire document to 11-point Book Antiqua. If this font is not available to you, select a different font suitable for the pages of a book. Change the alignment to justified.

c. Change the paper size to 6" × 9".

d. Create mirror margins. (*Hint*: Use the Multiple Pages list arrow.) Change the top and bottom margins to .8", change the inside margin to .4", change the outside margin to .6", and create a .3" gutter to allow room for the book's binding.

e. Change the Zoom level to Two Pages. Create different headers and footers for odd- and even- numbered pages.

f. Change the Zoom level to Page Width. In the odd page header, type **Chapter 7**, insert a symbol of your choice, then type **Stormwater Pollution in the Fairy Creek Catchment**.

g. Format the header text in 9-point Book Antiqua italic, then right-align the text.

h. In the even page header, type your name, insert a symbol of your choice, then insert the current date. (*Hint*: Scroll down or use the Show Next button to move the insertion point to the even page header.)

i. Change the format of the date to include just the month and the year. (*Hint*: Right-click the date field, then click Edit Field.)

j. Format the header text in 9-point Book Antiqua italic. The even page header should be left-aligned.

k. Insert page numbers that are centered in the footer. Format the page number in 10-point Book Antiqua. Make sure to insert a page number field in both the odd and even page footer areas.

l. Format the page numbers so that the first page of Chapter 7 begins on page 53. (*Hint*: Select a page number field, then use the Format Page Number button.)

m. Go to the beginning of the document, press [Enter] 10 times, type **Chapter 7: Stormwater Pollution in the Fairy Creek Catchment**, press [Enter] twice, type your name, then press [Enter] twice.

n. Format the chapter title in 16-point Book Antiqua bold, format your name in 14-point Book Antiqua using small caps, then left-align the text.

o. Save your changes, preview the chapter in Print Preview, print the first three pages of the chapter, then close the document and exit Word.

Independent Challenge 4

One of the most common opportunities to use Word's page layout features is when formatting a research paper. The format recommended by the *MLA Handbook for Writers of Research Papers*, a style guide that includes information on preparing, writing, and formatting research papers, is the standard format used by many schools, colleges, and universities. In this independent challenge, you will research the MLA (Modern Language Association) guidelines for formatting a research paper and use the guidelines you find to prepare a sample first page of a research report.

a. Start Word, open the file WD D-6 from the drive and folder where your Project Files are located, then save it as **MLA Style**. This document contains the questions you will answer about MLA style guidelines.

b. Use your favorite search engine to search the Web for information on the MLA guidelines for formatting a research report. Use the keywords **MLA Style** and **research paper format**, to conduct your search. If your search does not result in links to appropriate sources, try the following Web sites: http://webster.commnet.edu/mla.htm or www.mla.org.

c. Look for information on the proper formatting for the following aspects of a research paper: paper size, margins, title page or first page of the report, line spacing, paragraph indentation, page numbers, and works cited.

d. Type your answers to the questions in the MLA Style document, save it, print a copy, then close the document.

e. Using the information you learned, start a new document and create a sample first page of a research report. Use **MLA Format for Research Papers** as the title for your sample report, and make up information about the course and instructor, if necessary. For the body of the report, type several sentences about MLA style. Make sure to format the page exactly as the MLA style dictates.

f. Save the document as **MLA Sample Format** to the drive and folder where your Project Files are located, print a copy, close the document, then exit Word.

► Visual Workshop

Use the file WD D-7, found on the drive and folder where your Project Files are located, to create the article shown in Figure D-25. (*Hint*: Change all four margins to .6". Make the width of the first column 2.2" and the width of the second column 4.8". Format the second column with borders and shading, but take care not to apply shading to the blank paragraph before the Clean Up heading. Select a different clip if the clip shown in the figure is not available to you.) Save the document with the filename **Gardener's Corner**, then print a copy.

FIGURE D-25

GARDENER'S CORNER

Putting a Perennial Garden to Bed

By Your Name

A certain sense of peace descends when a perennial garden is put to bed for the season. The plants are safely tucked in against the elements, and the garden is ready to welcome the first signs of life. When the work is done, you can sit back and anticipate the bright blooms of spring. Many gardeners are uncertain of how to close a perennial garden. This week's column demystifies the process.

Clean up

Debris that is left on top of soil invites garden pests to lay their eggs and spend the winter. Garden clean up can be a gradual process—plants will deteriorate at different rates, allowing you to do a little bit each week.

1. Edge beds and borders and remove stakes and other plant supports.
2. Dig and divide irises, daylilies, and other early bloomers.
3. Cut back plants when foliage starts to deteriorate.
4. Rake all debris out of the garden and pull any weeds that remain.

Plant perennials

Fall is the perfect time to plant perennials! The warm, sunny days and cool nights provide optimal conditions for new root growth.

1. Dig deeply and enhance soil with organic matter.
2. Use a good starter fertilizer to speed up new root growth.
3. Untangle the roots of new plants before planting them.
4. Water deeply after planting as the weather dictates.

Add compost

Organic matter is the key ingredient to healthy soil. If you take care of the soil, your plants will become strong and disease resistant.

1. Use an iron rake to loosen the top few inches of soil.
2. Spread a one to two inch layer of compost over the entire garden.
3. Refrain from stepping on the area and compacting the soil.

To mulch or not to mulch?

Winter protection for perennial beds can only help plants survive the winter. Here's what works and what doesn't:

1. Always apply mulch after the ground is frozen.
2. Never apply generic hay because is contains billions of weed seeds. Also, whole leaves and bark mulch hold too much moisture.
3. Straw and salt marsh hay are excellent choices for mulch.